

CAPITOL BUILDINGS PLANNING COMMISSION (CBPC)
REQUEST FOR PROPOSALS (RFP) FOR MASTER PLAN CONSULTANT

- ✓ RFP released: September 16, 2011
- ✓ Deadline for proposals: October 17, 2011 by 2:00 pm
- ✓ Evaluation of Proposals and Selection of Short List by October 31, 2011 (completed by the "Staff Committee" on October 27, 2011)
- ✓ Staff Committee Members:
 - Chuck Gara, Director, Property Control Division (PCD) & CBPC Staff
 - Raul Burciaga, Director, Legislative Council Service (LCS) & CBPC Staff
 - Roxanne Knight, CBPC Staff, LCS
 - Douglas Carver, CBPC Staff, LCS
- ✓ The CBPC serves as the Selection Committee.

Note: Proposals valid for 60 days to December 16, 2011

SUGGESTED ACTIONS (PARTIAL LIST) TO BE TAKEN BY THE CBPC:

- Accept staff committee short-listing;
- Decide whether the Selection Committee (CBPC) will seek clarification from offerors or ask for interviews with the highest ranked offerors; if not, approve the final selection from the short-listing.
- Authorize the selection committee (CBPC) to conduct interviews with highest ranked offerors; select interview times.
- Once a selection is made, give direction for the person(s) designated to enter into contract negotiations with the selected offeror.
- Direct whether final review of the contract is to go before the CBPC (or a potential subcommittee of the CBPC) and whether to authorize LCS director to sign the contract on behalf of LCS and CBPC.
- Complete the final action in open session by formal motion(s).

Potential Contract Term: to be negotiated; may be a multi-year contract and contain provisions for renewal for periods not extending past four (4) years.

The Contract is subject to available appropriations and may be terminated immediately for insufficient appropriations.

SCOPE OF WORK FOR CONSULTANT RFP:

- ☐ To provide professional master planning services to the CBPC for the development and updating of long-range space needs and facilities master plans for all state agencies in the greater metropolitan areas of Santa Fe, Albuquerque and Las Cruces.
- ☐ To consider any recent inventory of state buildings and land and leased space; city and county planning provisions that may affect the state's long-range space needs and facilities master plans; and other components that the CBPC deems necessary for full and complete plans.
- ☐ To include the continued collection of statewide facility and related asset inventory data.
- ☐ To do updates, as required, to the Life-Cycle Cost Analysis Application.
- ☐ To continue the review of state properties throughout New Mexico for the development and updating of master plans.
- ☐ To include in the overall statewide master plan a local government growth impact study that identifies master plan alternatives for expansion, land acquisitions and possible upgrades of existing space and location assignment criteria for state agencies and employees in the target metropolitan areas and throughout New Mexico.
- ☐ To provide professional master planning services to support the CBPC in its work, including the annual updates to the facilities master plans for all state agencies in the greater metropolitan areas of Santa Fe, Albuquerque and Las Cruces, including agencies in both state owned and state-leased facilities.
- ☐ To comply with the CBPC guidelines for the plans and updates:
 1. They shall, where possible, reduce recurring operating expenses to a state-owned and state-leased office space;
 2. They shall consider which state-owned properties are not consistent with "highest and best use" as currently occupied and which properties could generate savings for more cost-effective office space; and
 3. They should use the coordinated regional approach by co-locating state offices where practical to provide easier public access and maximize use of existing buildings, land and common infrastructure support features, such as access roads, parking lots, utilities and telecommunications, in the context of evolving economic, demographic and governmental trends in Albuquerque, Santa Fe and Las Cruces and throughout the state.
- ☐ Additionally, expected to accomplish the following:

1. perform life-cycle cost analyses of state properties, as directed by the CBPC, and assist the CBPC in its review of lease-purchase agreements;
2. develop strategies for addressing deferred maintenance, renewal and disposal of state capital assets;
3. develop recommendations regarding whether the state should lease, lease-purchase or purchase needed additional facilities;
4. periodically reevaluate existing master plan strategies;
5. attend the regularly scheduled meetings of the CBPC and attend and facilitate work group meetings conducted prior to CBPC meetings in preparation of documents and presentations for CBPC meetings; and
6. provide annual updates of master plans to the CBPC by November 1 of each year, unless otherwise directed by CBPC.